

## **PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)**

### **CONGRESSIONALLY MANDATED ONE-TIME GRANTS PROGRAM FOR ACADEMIC PROGRAMS**

*Reference Number: ECA/A-10-One-time-Comp.A*

#### **Project Objectives, Goals, and Implementation (POGI)**

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Academic Programs, for the Congressionally Mandated One-Time Grants Program for Academic Programs. (A separate RFGP, reference number ECA/PE/C-10-One-time-Comp.B, has been announced in the “Federal Register” for a program dedicated to Professional and Cultural Programs.) Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

Applicants may only submit one proposal (total) to one of the two competitions referenced above. In addition, applicants under this competition (ECA/A-10-One-time-comp.A) may only apply to administer one of the listed activities (total). The deadline for this competition is April 12, 2010. There are NO EXCEPTIONS to this deadline. Refer to section IV.3f of the RFGP for additional information. For further information regarding this program or the competition, please see contacts under specific program listings below.

The Office of Academic Programs will accept proposals for two activities: 1) Undergraduate Intensive English Language Program, and 2) Capacity Building for Undergraduate Study Abroad. For each of the activities listed below, Bureau emphasis is given to engaging participants from selected geographic regions overseas. Please refer to the RFGP for additional information on each activity listed below.

## **I. STATEMENT OF WORK**

### **A. Intensive English Language Study Program**

ECA will accept proposals for the design and implementation of an Intensive English Language Study Program consisting of a program with approximately 80 qualified foreign undergraduate students. Students will come from underserved communities from countries in the Middle East/North Africa, Sub-Saharan Africa, South and Central America (including the Caribbean), South/Central Asia, and East Asia/Pacific regions. Based on the academic schedules of students in these regions, programs will take place at colleges or universities in the United States between May 2011 and September 2011. Participants will be identified and nominated by the Public Affairs Section (PAS) of the relevant U.S. Embassies and in some cases Fulbright Commissions, with confirmation of final selection made by ECA. International travel and costs associated with pre-departure and return travel within the participant’s home country will be coordinated and funded separately by ECA. Host institutions will be responsible for ensuring that all participants return to their home country immediately following the conclusion of the program.

## Statement of Work

### 1. Recipient Responsibilities

The recipient will:

1. Place and enroll students in university-based English language courses.
2. Provide programmatic and administrative oversight of English language programming; or, if relevant, provide sub-grants to host institutions to conduct one or more of the language programs;
3. Provide participants with follow-on guidance and resources to further their English language study following the return to their country;
4. Coordinate relevant cultural activities, trips, and other enrichment activities for participants;
5. Coordinate community service opportunities for participants while on their program in the U.S. Provide an opportunity for participants to develop ideas for community service or volunteer project focused on topics such as the environment, public health, clean/renewable energy, conservation, or related fields. The project will be implemented upon the participant's return to his/her home country.
6. Coordinate logistical and administrative support for participants such as pre-departure information, airport pick-up and departure, domestic travel within the U.S., the oversight of overall program and all participants, medical treatment, and the disbursement of program funds;
7. Assist with travel logistics as requested. **Please note: ECA will arrange and fund international travel (international roundtrip ticket, travel allowances) for participants selected for the Intensive English Language Study Program. Please do not include these costs in the budget request;**
8. Conduct an evaluation that links outcomes of the project to stated program goals and objectives;
9. Manage all ECA and other funds for this activity;
10. Inform ECA about the administration of the program(s), consult on any problems or deficiencies, and provide updates on the progress of necessary corrective action;
11. Enroll participants in ASPE health benefits program and assist with claims as necessary. If a host institution does not accept ASPE coverage, the recipient will enroll participants in the university's insurance program;
12. Submit a financial and program report to ECA at an agreed upon point of the grant program (such as the midpoint or following the completion of the U.S. program). This report should consolidate all reports from any sub-grantee(s) into a single report;
13. Provide a Final Report of programmatic, financial, and statistical information to ECA within 90 days of completion of the program;
14. Respond fully and promptly to requests for program information from ECA.

### 2. Supplemental Program Guidance

Applicant organizations may be U.S. colleges and universities, consortia of U.S. colleges and universities, or non-governmental organizations. An individual university applying for the award will develop and administer the program and act as the host institution for all participants. A consortium applying for the award must identify a lead institution to receive and administer the award, but may place the participants at one or more of the consortium institutions.

The Intensive English Language Study Program should be designed as an intensive academic program of English language instruction, i.e., *English for Academic Purposes*, which will include a carefully integrated series of instructional lessons, individual and group classroom activities, reading assignments, and appropriate testing. Efforts should be made to encourage the maximum student participation in the educational process,

including the use of spoken English outside the classroom. Intensive English courses may be supplemented by private tutoring, language labs, and additional opportunities to learn and practice the language in various settings.

Participants should enhance English skills by participating in supplemental coursework, seminars, or activities focused on leadership. Participants should have an opportunity to develop ideas for a project related to community service or volunteerism in a field such as the environment, public health, clean/renewable energy, conservation, or related fields to be implemented upon participants' return home.

The program should also offer focused enrichment activities that will give participants a multi-dimensional view of the United States. As a supplement to the formal English language instruction sessions, participants should have opportunities to complete activities that require regular and ongoing contact with American students, faculty and citizens living in the community to which the students are assigned. Activities that facilitate consistent, quality interactions with American undergraduate students are encouraged.

It is essential that proposals provide a full, detailed, and comprehensive narrative describing how the host institution will achieve the objectives of the program. Proposals must include course descriptions, and an outline or syllabus that indicates the range of the courses, identifies principal instructors, and shows how assigned readings and other teaching materials will support learning objectives. A calendar of all program activities for the Intensive English Language Study Program should also be included in the proposal. The proposal will be reviewed on the basis of its quality, completeness, coherence, clarity, and attention to detail. Cultural activities such as performances or visits to historical or culturally significant sites should also be included in proposals. An explanation of these activities and description of how their inclusion will supplement the formal academic program is required. Institutions should include a cultural component comprised of excursions and meetings with relevant organizations such as NGOs, local, state and/or federal officials, in and in fields related to their community service activities.

Participants should have sufficient free time outside the academic sessions to pursue individual interests, such as socializing with American peers, exercising, and relaxing. Host institutions should provide full access to computers with internet access and adequate computer training and technological support to those who require it, library facilities, local and national periodicals, and access to television and radio. Opportunities should also be made available for participants who wish to attend cultural events, such as concerts, sporting events, and formal or informal gatherings of ordinary Americans from a variety of ethnic, social, and professional backgrounds.

Housing arrangements should be similar to those provided to U.S. undergraduate students. If possible, housing opportunities should not segregate the international students but rather afford them to opportunity to mix freely with American students. Hosts may use dormitories or other suitable locations. Proximity to daily classes should be taken into account. If possible, each participant should have a private bedroom, but may share bathrooms according to campus norms, rules and regulations. During the program-related off campus travel, participants may share double rooms. Accommodations should respect each participant's privacy and comfort, and be conducive to study and relaxation.

If possible, participants should have access to kitchen facilities in their own rooms or in a common room. A combination of a cash allowance for food and a cafeteria meal plan is strongly recommended to permit participants to cook or eat at local restaurants. In many cases, participants may experience difficulties with

American eating customs due to religious or other dietary restrictions, cultural differences, and availability of familiar foods. Institute staff should be prepared to discuss such problems with the participants and seek solutions.

Host institutions will be responsible for ensuring that all participants return to their home country immediately following the conclusion of the program. Program staff should escort all participants to airports for return travel, and remain at the airport until the participants have checked in and entered the security departure area. ECA will issue participant DS-2019 forms for this program.

**Please note:** The Office of Academic Exchange Programs may request that the recipient and/or host institution make modifications to the academic program. Similarly, the recipient, in consultation with the Office of Academic Exchange Programs, may also wish to propose program modifications.

For further information regarding this program or the competition, please contact Vincent Pickett at (202) 632-3243 or [PickettVS@state.gov](mailto:PickettVS@state.gov).

## **2. Capacity Building for Undergraduate Study Abroad**

ECA will accept proposals for the design and implementation of programs to build the capacity of U.S. and foreign institutions of higher education to expand opportunities for study abroad for U.S. undergraduate students, particularly those that reach beyond the traditional participation in such programs to include non-traditional study abroad destinations and fields of study, as well as underserved populations both in the U. S. and overseas. Applicant organizations may apply individually or as part of a consortium.

### **1. Statement of Work**

#### **Recipient(s) Responsibilities**

The recipient(s) will:

1. Monitor Department of State travel warnings at <http://travel.state.gov> to ensure, in consultation with the ECA program officer, that programs do not take place in countries under current warnings.
2. Ensure that all project-related travel complies with the Fly America Act.
3. Enroll participants in an appropriate medical insurance plan or confirm that participants will provide evidence of international insurance coverage to cover illness, accident, repatriation of remains and other contingencies.
4. Respond fully and promptly to requests for program information from ECA.
5. At least two months in advance of any program travel, consult with the ECA program officer for guidance on contacting U.S. embassy staff in preparation for program travel.
6. Prepare and distribute necessary pre-departure orientation materials to all participants. All student programs developed should include plans to distribute pre-departure orientation materials that include health and safety, cross-cultural, and other information to help ensure that participants have a safe and meaningful study abroad experience.
7. At completion of the grant period, provide impact statements to ECA about the results of exploratory visits, and the planned activities/start date of newly developed study abroad programs.

## **2. Supplemental Program Guidance**

Proposals must address one of the following program goals:

A) Eligible U.S. institutions with substantial experience providing study abroad opportunities may partner with international counterparts with limited experience receiving U.S. students in order to expand the capacity of the foreign partner to host U.S. students, particularly in locations that have been underserved by traditional study abroad programs. For further information regarding this program for proposals that fit this program model, please contact Bahareh Moradi at 202-632-6350 or [MoradiBX@state.gov](mailto:MoradiBX@state.gov).

B) Eligible U.S. institutions with substantial experience providing study abroad opportunities may cooperate with less experienced U.S. partner colleges and universities to enable the less experienced institutions to develop programs with international counterparts or build their study abroad offices through professional visits of administrators, faculty and/or students. For further information regarding this program for proposals that fit this program model, please contact Carina Klein at 202-632-9460 or [KleinCD@state.gov](mailto:KleinCD@state.gov).

C) Eligible U.S. institutions with limited experience administering study abroad programs may seek to strengthen their study abroad offices or expand their capacity to administer such programs. For further information regarding this program for proposals that fit this program model, please contact Carina Klein at 202-632-9460 or [KleinCD@state.gov](mailto:KleinCD@state.gov).

Applicants should note on line 12 of the Application for Federal Assistance (form SF-424) the title “*Congressionally Mandated One-time Grants Program for Academic Programs Competition*” (or FY 2010 name) - funding opportunity 2A, 2B, or 2C as appropriate.

ECA recognizes that there are a variety of models of study abroad programs; for the purpose of this program, study abroad programs include all programs for which students receive academic credit for academic study while abroad. Where possible, programs should be designed to benefit and allow participation by students from outside the home institution.

Proposals should include a clear statement of program objectives and expected outcomes, along with how program activities will help achieve them. Competitive proposals will focus on a single country from among the regions of emphasis listed in the RFGP: Europe/Eurasia (Turkey and Russia only), North Africa and the Middle East, South Asia and East Asia, South and Central America (including the Caribbean), Sub-Saharan Africa. The statement of objectives should describe the current status of study abroad programs in the country targeted.

Applicants should explain any prior experience in initiating and administering study abroad programs, specify relevant country or region expertise, and detail the role of partner institutions in achieving the project objectives. Competitive projects often build upon previous contacts and interaction between the proposed partners, such as individual faculty or student exchanges. The proposal should describe the experience and expertise of both the institutions and key personnel involved. Strong proposals also offer significant institutional support and cost-sharing from U.S. and, where appropriate, foreign institutions, and indicate potential for ongoing cooperation beyond the grant term. U.S. institutions should collaborate with the foreign partners in proposal preparation and clearly explain how newly developed programs will be sustained after completion of the grant. Letters of support and indications of intention to collaborate also strengthen

applications.

Proposals may be submitted by accredited U.S. colleges or universities or by other public or private non-profit organizations meeting the provisions described in Internal Revenue code section 26 USC 501(c)(3).

Proposed programs should focus on bringing together U.S. partner institutions or U.S. and host country administrators and faculty with the purpose of developing solid study abroad frameworks for future student involvement. The costs of U.S. faculty or staff accompanying students on pilot programs are allowable. The costs of student involvement in international study abroad programs are allowable under the following conditions: 1) the study abroad program must be a pilot being administered for the first time at selected international locations; 2) any student receiving support should be eligible for federal financial aid (e.g. Pell grants or Stafford loans). If costs for faculty, staff or student participation in pilot study abroad programs are requested, the proposal should address how the program will be sustained.

Activities should be planned strategically to achieve the Bureau's goals of promoting study abroad in nontraditional destinations and reaching economically disadvantaged and underserved populations both in the United States and overseas. As the fields of study of science; technology; engineering; mathematics; education; and critical languages (Arabic, Azerbaijani, Bengali, Brazilian Portuguese, Chinese, Dari, Farsi, Hindi, Kazakh, Korean, Kurdish, Kyrgyz, Nepali, Pashto, Punjabi, Russian, Swahili, Tajik, Turkish, Turkmen, Urdu and Uzbek) are underrepresented in study abroad programs, proposals that address those fields are encouraged.

Allowable expenses include: transportation costs including airfare and ground transportation; lodging and meals not to exceed published USG rates; office expenses; communications and publicity; staff salaries and benefits; and other administrative costs necessary for the establishment of a program.

Activities should take place within twenty-four months of the grant award.

Note: The Bureau encourages applications from eligible organizations that have less than four years of experience in conducting international exchange programs. Applications submitted by organizations that meet these criteria should 1) explain their experience in conducting international exchanges and 2) limit their proposed grant budgets to \$60,000. Proposals for less than this amount are eligible.

Potential applicants are strongly encouraged to contact the program officer mentioned below during the development of the proposal. Please note that proposals will also be shared with appropriate Embassies and/or Consulates for comments during the review process.

### **Submission of Supplementary Electronic Copies**

In addition to the complete grant proposal due on **April 12, 2010**, applicants must also submit the "Executive Summary," "Proposal Narrative," and "Budget" sections of the proposal, as well as resumes (not to exceed two pages) for key staff and participants, as e-mail attachments in PDF format (preferred) or other electronic format to the following e-mail address: [StudyAbroad@state.gov](mailto:StudyAbroad@state.gov), no later than one week after the deadline for receipt of the grant proposal. The Bureau will transmit these files electronically to the Public Affairs Sections of U.S. Embassies overseas and Fulbright Commissions to obtain advisory comments from these offices as appropriate. In the e-mail message subject line, include the following: ECA/A-10-One-time-Comp.A, the name of the

applicant institution, and funding opportunity 2A, 2B, or 2C, identifying the program goal the proposal will meet (as listed on page 5 of this POGI).

For further information regarding this program or the competition, please contact Bahareh Moradi [MoradiBX@state.gov](mailto:MoradiBX@state.gov), 202-632-6350; or Carina Klein [KleinCD@state.gov](mailto:KleinCD@state.gov), 202-632-9460.

## **II. PROGRAM SPECIFIC GUIDELINES**

### **PROPOSAL CONTENTS**

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

**NOTE:** Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items:

*TAB A - Application for Federal Assistance Cover Sheet (SF-424)*

*TAB B - Executive Summary*

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
  - a. Number and description of participants
  - b. Wider audience benefiting from program (overall impact)
  - c. Geographic diversity of program, both U.S. and overseas
  - d. Fields covered
  - e. Anticipated results (short and long-term)

### *TAB C*

#### *Calendar of activities/itinerary*

#### *Narrative*

In not more than 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

### *TAB D - Budget Submission*

- 1.) Budget Information – Non-Construction Programs (SF-424A)
- 2.) Detailed Budget (list allowable costs and any other program specific budget issues.)

The following guidance applies to all proposals submitted under ECA/A-10-One-time-Comp.A. The budget should indicate any cost sharing in the form of in-kind or cash contributions to the program from sources other than the Department of State. See standard guidelines (PSI) in the Solicitation Package for information on cost sharing and the cost of audits. Cost-sharing is strongly encouraged and may be in the form of allowable direct or indirect costs. While there is no rigid ratio of administrative to program costs, ECA urges applicants to keep administrative costs as low and reasonable as possible. Proposals should show administrative cost sharing contributions from the applicant and other sources.

Please include a **Summary Budget** on a separate page before the line-item budget. Following the line-item budget, please include a **Budget Narrative** that concisely explains how costs were calculated and the rationale for including them in the budget. Proposals should clearly indicate the number of program participants and provide an overall unit cost per participant, as well as a unit cost breakdown by program and administrative costs. ECA reserves the right to reduce, revise, or increase proposal budgets based on the needs of the program and the availability of U.S. Government funding.

The proposal should include a comprehensive, line-item budget that includes both administrative and program costs for the grantee and sub-grantee organizations. In addition, separate sub-budgets for each sub-grantee should be included. Applicants are urged to be as detailed and specific as possible, adding line items if needed.

Allowable program costs may include:

- Round-trip international and domestic airfare, visas, transit costs, ground transportation costs,



travel allowances for participants (if an overnight stay is required while en route, standard Federal government per diem is paid for overnight) **except , except where these project activities will be paid directly by ECA, as described above in section A.** Also, all project-related travel must comply with the Fly America Act. There is no charge for J-1 visas for participants in Bureau-sponsored programs.

- Domestic and/or ground transportation. For bus rental, not to exceed \$600 per day in Washington and NYC, less elsewhere or van rental, not to exceed \$350 per day. The rate is an all inclusive rate (bus, gas driver, meals for driver, etc).
- Participant per diem costs. All per diem must follow the rate prescribed by the Federal Travel Regulations. ECA may accept a lower per diem rate than the federal rate, such as dormitory stays, and hotel-room sharing, and similar means of lowering the per diem costs are permissible.
- Staff and Escort travel and per diem costs. Recipient staff and consultants must use the standard government per diem.
- Honoraria. Honoraria for speakers who are not being compensated on a salaried basis normally should not exceed \$250 per day per speaker in USG funds; the recipient can cost share the difference.
- Educational materials including textbooks, films and video rentals.
- Working meals. Normally, no more than one working lunch or dinner is allowed per project. The number of invited guests should not exceed the number of funded program participants by more than a factor of two (i.e., no more than twenty invited guests for a working meal involving ten funded program participants). The cost per person should not exceed \$45 for the working meal. No charges may be made against U.S. Government funds for alcoholic beverages.

Allowable administrative costs may include:

- Staff salaries. The salary levels for recipient staff should be presented of total time available, using an annual salary level not to exceed the current pay gap for USG employees. For example, salary costs for a staff member earning **\$36,000 per annual devoting 25% of working time for three months to the project would be: Project Officer-25%** for three months @ annual salary of \$36,000: \$2,250. If an hourly salary is provided, multiply by 2,087 (hours per year) to arrive at annual rate.
- Benefits. In most cases, organizations have a standard percentage they add to employee salary costs which include all fringe benefits, i.e. health insurance, retirement benefits (FICA and/or pension plans) life insurance, etc.

- Other direct expenses including telephone, fax, copying, printing, office supplies, etc.
- **Indirect costs - General operating costs** not relating to a specific program. Normally, all such costs are grouped into a "pool, and charged to benefiting objectives through an allocation process. An indirect cost rate is a device for determining fairly and expeditiously the proportion of such general expenses that each project should bear and is expressed as a percentage and will be described in the budgets of each proposal as "indirect costs. If an organization does not have an approved negotiated indirect cost rate, all costs must be directly charged to the agreement.

Indirect cost rates are either **provisional** or **predetermined**, and the grantee should specify which. Provisional rates are subject to audit and may be changed if audit findings disprove the rate assigned. Predetermined rates are negotiated by the "**Cognizant**" **Federal agency** (the agency with the larger dollar total of grant/contract awards), and must be accepted by other Federal agencies. The recipient should provide a copy of the letter from the cognizant Federal agency which authorizes the negotiated rate.

There are cases where the recipient may "cost-share" the indirect cost, but the recipient may never accept a lower rate than the one negotiated with the cognizant Federal agency. If cost-sharing is proposed, the terms must be stated clearly in the proposal to ensure that the grantee is actually paying the share of indirect costs not being funded by ECA.

- **Audit costs** - For fiscal years ending after December 31, 2003, non-Federal entities that expend \$500,000 or more in a year in Federal awards must include audit costs in the budgets. (The previous award amount was \$300,000.) Audit costs may be either direct or indirect. These audit requirements are detailed in OMB Circular A-133. In many cases, grantees agree to cost-share these audit costs.
- **Insurance costs** - ECA provides health and accident insurance coverage to American and foreign participants.
- **Miscellaneous expenses** - This general category of costs is not allowable. All expenses must be itemized and explained.

The Bureau reserves the right to reduce, revise, or increase proposal budgets based on program needs and the availability of U.S. Government funding.

#### *TAB E*

##### *Letters of endorsement*

##### *Resumes*

Resumes of all program staff should be included in the submission. No resume should exceed two pages.

## *TAB F*

1.) SF-424B, "Assurances - Nonconstruction Programs".

2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

### **REVIEW PROCESS**

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

**1. Quality of the program idea and program planning:** Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the institution will meet the program's objectives and plan. The proposed program should be creative and well developed, respond to the design outlined in the solicitation, and demonstrate originality. It should be clearly and accurately written, substantive, and with sufficient detail. The program plan should adhere to the program overview and guidelines described above. Please note: Proposals submitted by prior-year one-time grant recipients must include in their proposal submission a description of the specific elements that make this submission a new exchange program rather than a repetition or extension of what was funded by ECA under a prior-year award.

**2. Ability to achieve program objectives:** Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.

**3. Support of diversity:** The proposal should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity in participant selection and exchange program design and content.

**4. Institutional capacity and track record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program goals. The proposal should demonstrate an institutional record, including solid programming and responsible fiscal management. The Bureau will consider the past performance, including compliance with all reporting requirements for past Bureau grants.

**5. Program evaluation:** The proposal should include a plan to evaluate the program's success, both as the activities unfold and at the end of the program. The proposal should include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Please see Section IV.3d.3. of the RFGP for more information.

**6. Cost-effectiveness and cost sharing:** The applicant should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. The proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

#### **ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA**

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and

adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

For the Intensive English Language Program, ECA will be responsible for issuing DS-2019 forms to participants in this program. For the Capacity Building for Undergraduate Study Abroad, the recipient will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

United States Department of State  
Office of Exchange Coordination and Designation  
ECA/EC/D  
SA-5, Floor C2  
Department of State  
Washington, DC 20522-0582

#### **APPLICATION SUBMISSION**

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, contact Vincent Pickett at (202) 632-3243 or [PickettVS@state.gov](mailto:PickettVS@state.gov).